

	<b>JUSTICE AND PUBLIC SAFETY CABINET DEPARTMENT OF JUVENILE JUSTICE POLICY AND PROCEDURES</b>	<b>REFERENCES:</b> <b>505 KAR 1:110</b> <b>2-CO-4F-01</b> <b>3-JTS-3D-10, 5C-07</b> <b>3-JCRF-5A-10, 5B-04, 5C-02</b> <b>1-JDTP-3D-10, 12</b> <b>1-JBC-5C-08, 15</b> <b>4-JCF-4E-02,05; 5C-06</b>
<b>CHAPTER: Program Services</b>		<b>AUTHORITY: KRS 15A.065</b>
<b>SUBJECT: Treatment Team Composition, Function, and Responsibility</b>		
<b>POLICY NUMBER: DJJ 303</b>		
<b>TOTAL PAGES: 3</b>		
<b>EFFECTIVE DATE: 1/04/2016</b>		
<b>APPROVAL: Bob D. Hayter</b>		<b>, COMMISSIONER</b>

## **I. POLICY**

Each youth shall have a designated treatment team to review, update, and implement their individual treatment plan (ITP).

## **II. APPLICABILITY**

This policy shall apply to each Department of Juvenile Justice (DJJ) operated and contracted day treatment program, group home, and youth development center (YDC).

## **III. DEFINITIONS**

Refer to Chapter 300.

## **IV. PROCEDURES**

- A. The treatment team shall meet on a weekly basis. Each youth shall meet with the treatment team at least every fourteen (14) days.
- B. YDC treatment teams shall be chaired by the Treatment Director. In the absence of the Treatment Director, the Superintendent, Assistant Superintendent, Youth Services Program Supervisor (YSPS), or youth counselor shall chair the treatment team. Treatment team meeting documentation shall be reviewed by the Treatment Director.
  1. YDC treatment team members shall include the Juvenile Services Worker (JSW), Treatment Director, youth counselor, youth worker staff as designated by the Superintendent, a teacher, a nurse, and parent or caregiver.
  2. The treatment team may also include: Superintendent, Assistant Superintendent, YSPS, psychiatrist, Vocational Coordinator and educational staff, Mental Health Branch staff, Facilities Regional Administrator (FRA), Regional Director, other professional

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counseling and mental health staff, medical staff, and other approved individuals.

- C. A day treatment and group home treatment team shall be chaired by the Superintendent or designee.
  - 1. Treatment team members shall include the JSW, youth counselor, youth worker staff, educational staff, nurse, and parent or caregiver.
  - 2. The treatment team may also include: psychiatrist, Mental Health Branch staff, other professional counseling and mental health staff, medical staff, and other approved individuals.
- D. The Superintendent shall designate facility staff to attend treatment team meetings.
  - 1. If a staff person is unable to attend, they shall have approval from the Superintendent or designee.
  - 2. A staff person, who is unable to attend, shall be required to submit any necessary written documentation to the appropriate supervisor, in order that each involved staff person shall have input into the discussion and resulting decisions.
  - 3. The treatment team chair or designee shall be present at all treatment team meetings.
  - 4. At a minimum, in a YDC, four (4) or more team members shall be present representing three (3) or more disciplines.
  - 5. At a minimum, in a group home, three (3) or more team members shall be present representing two (2) or more program areas.
- E. The Superintendent shall encourage treatment team members, not under the supervision of the Superintendent, to attend treatment team meetings. Persons who are unable to attend may be asked to submit written documentation to the treatment team regarding the youth.
- F. Youth shall participate in the treatment team meetings in all cases involving major treatment decisions, such as level movement, ITP's, and placement planning.
  - 1. The youth shall provide a written statement if they are unable or unwilling to appear before the treatment team.
  - 2. When appropriate, the treatment team shall make the effort to go to the youth when the youth is unable to physically attend the meeting.
- G. The treatment team shall be responsible for making all treatment decisions regarding a youth.
- H. In a YDC and group home, the treatment team meeting shall be documented, through the electronic record, by the youth counselor or Superintendent's designee. This shall be completed within seven (7)

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days of the treatment team meeting date. Entries shall be made prior to the next scheduled treatment team meeting.

- I. In a day treatment facility, the treatment team meeting shall be documented, in the hard case file, by the youth counselor, Program Director, or Superintendent's designee. This shall be completed within seven (7) days of the treatment team meeting date. Entries shall be made prior to the next scheduled treatment team meeting.

## **V. MONITORING MECHANISM**

The Regional Division Director or designee, in conjunction with the Division of Program Services, shall develop monitoring protocols to be used by the Superintendent that review the expectations set forth in this policy.

### **A. In a YDC:**

1. The Treatment Director or counselor supervisor shall be responsible for monitoring compliance with this policy.
2. The Regional Psychologist shall monitor compliance on a semi-annual basis.
3. Monitoring shall also be conducted by the Quality Assurance (QA) Branch during regularly scheduled monitoring.

### **B. In a group home:**

1. The Superintendent shall be responsible for monitoring compliance with this policy.
2. The Regional Psychologist shall monitor compliance on a semi-annual basis.
3. Monitoring shall also be conducted by the QA Branch during regularly scheduled monitoring.

### **C. In a day treatment center:**

1. In a DJJ contracted day treatment program, the Program Director shall be responsible for monitoring compliance with this policy.
2. In a DJJ operated day treatment program, the Superintendent shall be responsible for monitoring compliance with this policy.
3. Monitoring shall also be conducted by the QA Branch during regularly scheduled monitoring.